DOCUMENT RESUME

ED 143 387 JC 770 411

AUTHOR Licata, Christine M.
TITLE Program Evaluation Report: Medical Assistant Program, Takoma Park Campus, Fourth Year, 1976-1977.
INSTITUTION Montgomery Coll., Rockville, Md.
PUB DATE 77
NOTE 49p.

EDRS PRICE MF-$0.83 HC-$2.06 Plus Postage.
DESCRIPTORS Community Colleges; Employer Attitudes; Employment Potential; Employment Qualifications; Followup Studies; *Graduate Surveys; *Health Occupations Education; Income; Institutional Research; *Junior Colleges; *Medical Assistants; *Program Evaluation; Questionnaires; Salaries; Student Opinion; Vocational Education

ABSTRACT

An evaluation of the fourth year of the Medical Assistant Program of the Takoma Park Campus of Montgomery Community College indicated that matriculation increased from 31 in 1973-74 to 64 in 1976-77, class enrollment averaged 21.9 in 1976-77, and the number of students graduating increased from 8 in 1973-74 to 16 degree students and 13 certificate students in 1976-77. A total of 93.7% of the graduates were employed, and of these, 100% of 1974-75 and 68.7% of 1975-76 students had received career advancement. Entry-level salaries averaged $7,715, increasing to $9,000 in two years. Qualitative aspects of the program included evaluations by physicians, graduates, supervisors, and students, with 98% of physicians judging employees adequate or well qualified. The majority of graduates found their training appropriate and related to their job, and all supervisors surveyed thought the training was adequate, indicating that they would rehire present employees or other Takoma graduates. The document includes positive statements of evaluation by the program coordinator, the advisory committee, the department and division chairmen, the campus dean, and the dean of education. Additionally, all questionnaires are appended, with item response summaries on student and physician evaluations. (RT)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Robert L. Gell
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND THE ERIC SYSTEM CONTRACTORS."

ED143387

JC 770 411

PROGRAM EVALUATION REPORT

Medical Assistant Program

Takoma Park Campus

Fourth Year

1976 - 1977

Prepared by

Christine M. Licata

Program Coordinator

Montgomery College

Montgomery County, Maryland

FOURTH YEAR

EVALUATION REPORT OF THE

MEDICAL ASSISTANT PROGRAM

When the Medical Assistant Program was approved by the Board of Trustees of Montgomery Community College, it was with the stipulation that there would be "an annual follow-up and evaluation study of the curriculum. . . after each of the first five years that the curriculum was offered." This report contains the results of the evaluation conducted at the close of the program's fourth year, 1976-1977.

The quantitative factors included are: matriculations, course enrollments, graduates, job placements and career advancements. The qualitative factors taken into consideration are: students' evaluation of training, physicians' evaluation of training, graduates' evaluation of training, employers' evaluation of graduates training, and assessment by college administrators and faculty directly involved with the program.

I. QUANTITATIVE ANALYSIS

Matriculation

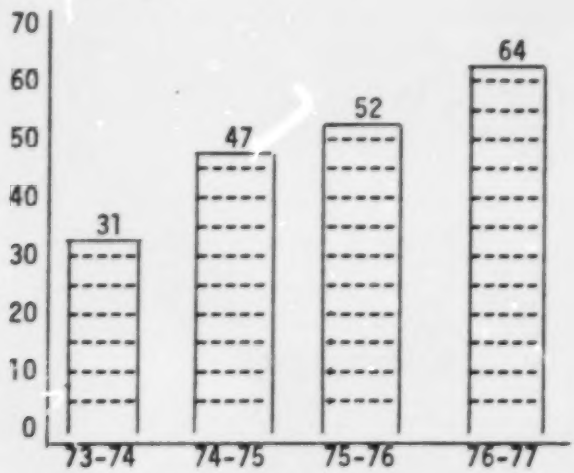
At the onset, the minimum number of matriculants necessary to offer the Medical Assistant Program in the fourth year was set at 30. The matriculation for the academic year 1976-1977 was 64 students. This is well above the minimum established. In Table I, these matriculations are demonstrated according to degree and certificate, full- or part-time status. It should be noted that the figures used are taken from a college computer print out obtained in February 1977 by the coordinator which were verified by departmental records.

TABLE I

FOURTH YEAR MATRICULATIONS
IN THE
MEDICAL ASSISTANT PROGRAM

STATUS	MATRICULATION		TOTAL	4th YEAR PROJECTED	DISCREPANCY FROM GOAL
	DEGREE	CERTIFICATE			
Full-Time	36	12	48		
Part-Time	8	8	16		
TOTAL	44	20	64	30	+34

It is interesting to note the growth pattern of matriculations for the first four years of the program.



Presently, the aim of the college is to keep matriculations stable, not to exceed 75 students per year. This goal has been successfully met.

Course Enrollment

In each specialized course, the minimum enrollment established was 15 students. During the 1976-77 academic year, all such courses were taught, and the enrollment in each course far exceeded 15. One course, PY 104 (Psychology of Interpersonal Behavior) had an enrollment of 32 students which were divided into two sections, each containing 16 students. The rationale for this was that the objectives and criteria of the course could be adequately met only if the class size did not exceed 16 students. Thus, two sections were needed. However, the average class size in the other seven courses was 21.9 students, making the discrepancy between the established criteria of 15 and the actual course enrollment well within an acceptable range.

Table II demonstrates the enrollment statistics for each of the eight specialized courses.

TABLE II

SECOND YEAR SPECIALIZED COURSE ENROLLMENT
IN THE
MEDICAL ASSISTANT PROGRAM

SPECIALIZED COURSES	ENROLLMENT FALL 1976	DISCREPANCY FROM 15	ENROLLMENT SPRING 1977	DISCREPANCY FROM 15
Introduction to Laboratory Techniques (ML 103)	28	+13		
Medical Law & Ethics (ST 109)	38	+23		
Medical Terminology (ST 228)	79* (3 sections)	+34		
Psychology of Interpersonal Behavior (PY 104)			32 (2 sections)	+2
Medical Assisting Procedures (NU 104)			25	+10
Medical Office Procedures (ST 110)			24	+9
Machine Transcription II (ST 132)			24	+9
Medical Assistant Practicum (ST 124)			23	+8

*ST 228 did enroll Radiation Technology students in addition to Medical Assistant students.

Graduates

During the period from September 1976 to August 1977, 29 students will have graduated from the Medical Assistant Program. When one compares this to the previous projection of 6, a 480 percent increase over the projected figure must be noted.

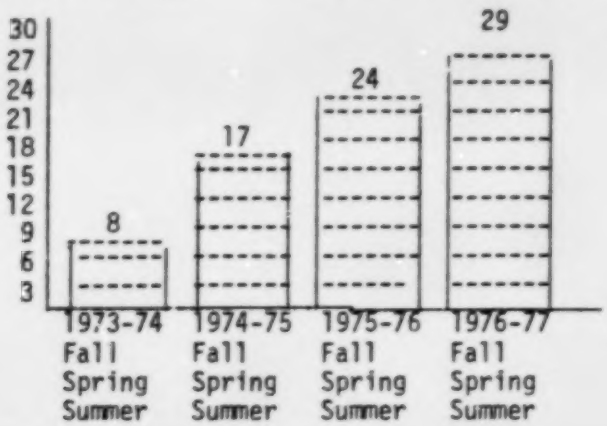
Table III outlines the graduates according to degree, certificate, and date received.

TABLE III

FOURTH YEAR GRADUATES
OF
MEDICAL ASSISTANT PROGRAM

GRADUATE STATUS	JANUARY '77	MAY '77	AUGUST '77	TOTAL	PROJECTED	DISCREPANCY FROM GOAL
Degree	1	6	9	16	4	+12
Certificate	0	0	13	13	2	+11
Total	1	6	22	29	6	+23

It is interesting to note the growth in graduates over the four-year period.



Graduate Follow-up

a. Job Placements

A follow-up study for graduates of the academic year 1974-1975 was conducted by the Office of Institutional Research in cooperation with the program coordinator. This group of graduates was originally targeted to be included in the 1977 Annual Report. A copy of the questionnaire used is included as Appendix A.

Table IV shows the results of this survey.

TABLE IV

1974-1975
GRADUATE EMPLOYMENT SURVEY
FOR
MEDICAL ASSISTANT PROGRAM

Number of Grads.	Number Of Respon.	Graduates Known Not To Be Available For Employment		Graduates Known To Be Available For Employment			Projected Employment	Discrepancy From Goal
		Planning To Continue Education At Higher Level	Other Reasons	Placed Full-time in Field Related to Training	Not Employed (Seeking Work)	Placed In Unrelated Field		
17	17	0	3	14	0	0	90%	+10%

The results of this survey indicate that of all of the graduates responding and seeking employment, 100 percent are working in their field. This represents 100 percent job placement for these graduates. The original projection estimated the minimum number of job placements to be 90 percent.

Graduate Follow-up, continued

Placements, therefore, are well above expectations.

In addition, the program coordinator surveyed the August 1976 graduates to determine their employment status. This study was completed primarily for the information of the Advisory Committee but the results are included in this report. The questionnaire used for this particular survey was different from the one the Office of Institutional Research used. A copy is found as Appendix B.

Table V shows the results of the survey.

TABLE V

1975-1976
GRADUATE EMPLOYMENT SURVEY
FOR
MEDICAL ASSISTANT PROGRAM

Number Of Grads.	Number Of Respon.	Graduates Known Not To Be Available For Employment		Graduates Known To Be Available For Employment			Projected Employment	Discrepancy From Goal
		Continuing Education At Higher Level	Other Reasons	Placed Full-time in Field Related to Training	Not Employed (Seeking Work)	Placed in Unrelated Field		
24	24	6	1	16	1	0	90%	+3.7%

Once again, the results indicate that of all graduates seeking employment, 93.7 percent were employed in their field. This percentage surpasses the projected rate of 90%.

Graduate Follow-up, continued

b. Career Advancements

In addition to job placement, both of the preceding graduate surveys also sought to determine the number of career advancements.

The number of career advancements expected during the first year of employment is 50 percent of the graduates taking employment in any given year. Career advancement is defined as any one of the following: increase in salary, increase in fringe benefits, promotion, new job title, or additional responsibility.

Table VI demonstrates the advancement data.

TABLE VI

CAREER ADVANCEMENTS
FOR
MEDICAL ASSISTANT GRADUATES

Year of Graduate	No. of Graduates Seeking Employment	No. Employed in Field	No. of Career Advancements	Expected Goal	Discrepancy From Goal
1974-75	14	14	14 (100%)	50%	+50%
1975-76	17	16	11 (68.7%)	50%	+18.7%
Total	31	30	25		

It can easily be seen that about two-thirds of the 1975-76 graduates have experienced some type of career advancement during their first year of employment. At the same time, 100 percent of the 1974-75 graduates

Graduate Follow-up

b. Career Advancements, continued

have experienced an advancement. These percentages well exceed the expected goal of 50 percent.

c. Salary Range

Based on salary disclosures from 25 of the 30 total graduate respondents or 83.5%, the mean salary per week for the 1974-75 graduates is $176.40; and it is $148.07 for the 1975-76 graduates. Translated into yearly income, the starting salary for an entry-level medical assistant graduate is approximately $7,715 per annum. This can be expected to increase to about $9,000 within two years' time.

II. QUALITATIVE CRITERIA

In the original curriculum proposal approved by the Board of Trustees, the data for evaluating the Medical Assistant Program qualitatively was to be obtained from the responses of students, graduates, and physicians to questionnaires designed to measure the extent to which the educational and occupational objectives of the program have been met. These responses follow.

Participating Physicians' Evaluation

Following the Summer 1976 Practicum, each participating physician was asked to evaluate the student trainee's performance on 29 clerical and 32 clinical procedures. All of the physicians (22) involved, or 100 percent, responded.

Participating Physicians' Evaluation, continued

Approximately 98 percent of the physicians' responses to applicable items fell in either the "adequately" or "well qualified" columns. A composite of the questionnaire responses is found in Appendix C.

It is evident that the physicians viewed the students' training at Montgomery College to be adequate in preparing the student for a job as a medical assistant.

The recommendations made by the physicians were reviewed at the fall and spring Advisory Committee meetings. At these meetings, the laboratory and clinical assisting courses were revamped to include some of the questionnaire suggestions. In particular, an effort has been made to allow the students greater exposure to an "hands on" training approach in the lab and assisting areas.

Students' Evaluation

Likewise, each participating student in the 1976 Summer Practicum also evaluated his training on the same 29 clerical and 32 clinical procedures. Approximately 90 percent of the respondents felt "well" or "adequately qualified" for each procedure listed.

A composite of the questionnaire responses is included in Appendix D.

It is important to note that the results of these questionnaires were distributed to the faculty in the program. Particular attention was given to any of those procedures which received a "poorly qualified" rating from either a student or physician. In some cases, course content was modified or changed to help remedy this in the future.

Graduates' Evaluation

As stated previously, two graduate follow-up studies were conducted during the past year. In addition to providing quantitative data, these studies also sought to provide qualitative feedback. Since the evaluation instruments differed, the following pertains to the 1976 graduates' surveyed.

Appropriateness of Training

1. Did the skills you acquired at Montgomery College equip you for your first job?

Yes	14
No	0
Failed to Answer	0

If NO, what additional training would have been helpful. More work is needed with x-rays.

Thus, 100 percent of the 1976 graduates felt their training to have been relevant.

Ability to Advance

2. Have the skills and training acquired at Montgomery College equipped you for job advancement?

Yes	14
No	0
Failed to Answer	0

Again in this area, 100 percent felt their training helped equip them for job advancement.

(The following pertains to the 1975 graduates' surveyed).

Appropriateness of Training

1. Please rate your satisfaction with preparation Montgomery College provided you for your job.

Highly Dissatisfied	Dissatisfied	Satisfied	Highly Satisfied
0	0	8	3

Graduates' Evaluation

Appropriateness of Training, continued

Please list any skill or area of knowledge which you feel should be included in the curriculum in which you studied.

More emphasis on drugs.

Pharmacology; two semesters of Medical Terminology; Radiology Introduction.

More venipuncture practice; more emergency medicine, Radiology; use of audiometer.

Greater concentration on clinical and less on business side.

As with the 1976 group, all of the 1975 graduates expressed satisfaction with their training at Montgomery College.

2. What is the relationship between your program of studies at Montgomery and your job?

Directly Related	Somewhat Related	Vaguely Related	Not At All Related
9	2	0	0

It appears that 81 percent of the graduates felt there was a direct relationship between their job and training and 19 percent considered their job to be somewhat related.

In general, it can be said that the graduates from the past two years unanimously feel that their training has equipped them not only for a job as a medical assistant but also has given them a basis for advancement. Based on these statistics, the program appears to be more than adequately meeting its objectives.

Graduates' Evaluation

Appropriateness of Training, continued

All suggestions for program improvement rendered by the graduates have been incorporated into the Advisory Committee meetings and faculty conferences. As a result, the following measures have been taken.

(1) Introduction to x-ray given in NU 104 course.

(2) More venipuncture practice provided in ML 103 and NU 104 courses.

(3) Exploratory pharmacology course is in the preparation stage.

(4) A proposal for a second semester of Medical Terminology will be processed through the Curriculum Committee this fall.

(5) Eight weeks, instead of four weeks, are spent training on the EKG machine.

Employers' Evaluation of Graduates' Training

For the past three years, the Office of Institutional Research and Analysis at the College has been involved in an effort to survey employers and supervisors of graduates of the College. The report published this year encompassed the August 1974 graduates of the Medical Assistant Program. The questionnaire used is attached to this report as Appendix E.

Table VII demonstrates the response pattern.

TABLE VII

EMPLOYERS' EVALUATION

OF

MEDICAL ASSISTANT TRAINING

Number of Graduates	Number of Supervisors Surveyed	Number of Responses
8	4*	4

* The discrepancy between the eight graduates and four supervisors surveyed resulted because supervisors were surveyed only if the graduate released the employer's name and gave permission to contact.

Of special interest to the College are two areas, namely the employer's attitude toward the preparation of the employee and the employer's willingness to hire additional Montgomery College graduates.

Preparation of Employees

Employers were asked to rate the preparation of the graduate in eight areas. Responses to these areas are shown in Table VIII.

TABLE VIII

EVALUATION BY EMPLOYERS OF THE PREPARATION
GIVEN TO THE GRADUATE BY MONTGOMERY COLLEGE

AREA BEING EVALUATED	INADEQUATE	ADEQUATE	MORE THAN ADEQUATE	NOT OBSERVED	TOTAL
Depth of knowledge required by the job		3	1		4
PERCENT		75%	25%		100%
Scope of knowledge required by the job		2	2		4
PERCENT		50%	50%		100%
Understanding of the theory behind the tasks		2	2		4
PERCENT		50%	50%		100%
Performance of job skills from beginning of employment		3	1		4
PERCENT		75%	25%		100%
Familiarity with equipment and machines	2	2			4
PERCENT	50%	50%			100%
Ability to communicate with superiors		1		3	4
PERCENT		25%		75%	100%
Ability to get along with fellow workers		2	2		4
PERCENT		50%	50%		100%
Overall work attitude		1	3		4
PERCENT		25%	75%		100%

Preparation of Employees, continued

Preparation in all these areas was rated more than adequate by 50 percent of the employers and adequate by the other 50 percent. The skill area receiving the lowest rating was familiarity with equipment and machines. This finding may simply reflect the highly specialized equipment found in some doctors' offices. However, since the inception of the program four years ago, much new equipment, instrumentation, and curricular modifications have been made which would not be reflected in this survey as the graduates evaluated were members of the first graduating class. Many changes have been made since that time. It will be interesting to see the results of next year's survey in this particular area. More definitive analysis can be done at that time.

Willingness to Hire Additional Montgomery College Graduates

Another indication of the performance of Montgomery College graduates is found in answers to the question of whether or not the employers were willing to hire graduates with the same degree. The responses were overwhelmingly positive. As shown in Table IX, 100 percent answered "yes--without reservation" or "yes--with careful screening."

TABLE IX

WILLINGNESS TO EMPLOY ANOTHER MONTGOMERY COLLEGE GRADUATE WITH DEGREE IN SAME AREA

	NUMBER	PERCENT
Yes - without reservation	3	75%
Yes - with careful screening	1	25%
No	-	-
No response	-	-
TOTAL	4	100%

III SUPERVISORY ASSESSMENTS

Reports from the key personnel involved with the progress of the Medical Assistant Program follow:

Program Coordinator

Advisory Committee

Department Chairman

Division Chairman

Campus Dean

Dean of Education

PROGRAM COORDINATOR

As the Medical Assistant Program now approaches the close of its fourth year, I feel the quantitative and qualitative statistics outlined in the first section of this report clearly indicate the unquestionable success of the program. Student matriculations, course enrollments, and number of graduates presently exceed all expectations and projections.

However, perhaps more important has been the enthusiastic response of the medical community to the program. In this academic year alone, 41 requests have been received from area physicians to fill part- and full-time vacancies in medical offices. This certainly bears witness to the fact that the College is locally recognized as training highly qualified individuals who have proven themselves invaluable to the practicing physician.

This has been a very special year for the program in terms of national recognition also. In early March, the AMA-AAMA accreditation team visited the campus for an accreditation survey. In mid-April, the College was notified that the program had been granted full accreditation by the Committee on Allied Health Education and the American Medical Association in collaboration with the American Association of Medical Assistants. The survey summary report cited the institution as "providing quality education for medical assistant students." Montgomery College is now the first community college in the state of Maryland to offer such an accredited program. It is indeed an honor and an achievement that can be shared by all associated with the College and the curriculum.

Program Coordinator, continued

The Advisory Committee's contributions have again this year been very substantial. The Medical Assisting Procedures course syllabus was reviewed and revamped; the practicum evaluation instrument redesigned; and graduates' and employers' evaluations studied.

In looking to the fall, it appears that approximately 68 full- and part-time students will matriculate. The program continues to be exceedingly attractive to both high school graduates and the mature, emerging woman. Academically, students continue to perform very well. Approximately, 30 percent were named to dean's list and 5 were tapped for Phi Theta Kappa.

This program is exceedingly sound in structure, matriculations, community response, and graduate success. Intra-college administrative cooperation has been traditionally excellent.

It is, therefore, with both pride for the past and enthusiasm for the future that the Medical Assistant Program embarks upon its fifth year at Montgomery College.

Christine M. Licata

Christine M. Licata, Coordinator
Medical Assistant Program

MEDICAL ASSISTANT CURRICULUM ASSESSMENT

BY ADVISORY COMMITTEE

The Medical Assistant Advisory Committee recognizes the continued and unquestionable success of the program as evidenced by its attaining AMA/AAMA accreditation. This will enhance the stature of the program in this region of the United States.

The community and physicians alike are receiving personnel better trained both clinically and academically in the field. The fact that the course has gained such firm attention in four years and has received permanency is proof of its value. Credit goes to the continuing, superb efforts of Mrs. Licata and staff to encourage and prepare the students.

The work of the Advisory Committee remains interesting and challenging, with all actively participating in the discussions and meetings. New courses have been proposed and present courses revamped. We would at this time like to strongly recommend that in accordance with AMA guidelines, a physical examination be required of students in the Program, not necessarily for admission, but prior to the students' first clinical assignment. Minimum requirement would be a tuberculin test.

In closing, we would like to express our pride in the Medical Assistant Program and our pleasure to be a guiding force behind it.

Suzanne C. Earley

Suzanne C. Earley, B.S., M.T.
Chairman

In concert with:
Ryan Busch Teel
Robert Katz, M.D.
Steven Lipson, M.D.
Joan McDonald
Alfred Muller, M.D.
Richard H. Pollen, M.D.
Dorma V. Schnurr, CMA-A
Harold M. Silver, M.D.
Joan Smith
Margaret T. Snow, M.D.

DEPARTMENT CHAIRMAN'S ASSESSMENT OF THE MEDICAL ASSISTANT PROGRAM

During its fourth year of operation, the Medical Assistant Program achieved the distinctive recognition of being accredited by the American Medical Association in collaboration with the American Association of Medical Assistants. The Survey Report of the accrediting team recognizes the superior quality and the accomplishments of this program.

I am particularly pleased and proud of the contribution this program has made, and is making, in providing people with new career opportunities. Again, I wish to recognize the outstanding leadership and guidance that Mrs. Licata, the program coordinator, has provided for this program.

In view of the outstanding accomplishments of the program, and its acceptance in the community, I wish to recommend that the Medical Assistant Program be made a permanent offering of the Takoma Park Campus of Montgomery College.

Catherine F. Scott

Catherine F. Scott, Chairman
Department of Office Education

DIVISION CHAIRMAN'S ASSESSMENT OF THE MEDICAL ASSISTANT PROGRAM

The Medical Assistant Program is one of the most successful Allied Health offerings on Takoma Park Campus. Ratings by students show satisfaction with both quantity and quality of instruction, a survey of employers shows general agreement that employees have an excellent preparation for work in medical offices and clinics, and former students returning to campus speak highly of their study at Montgomery College in the Medical Assistant Program.

Under the leadership of Mrs. Chris Licata, the program has achieved national recognition in full accreditation by the American Association of Medical Assistants. The high standards represented in this recognition attracts a quality of student especially welcome on campus, contributing significantly to the success of other programs offering courses required in the curriculum but outside the special area in the Department of Office Education.

The program enjoys the full support of faculty on campus, of the campus and college administration, and of the community. Its overall attraction to students and its economical operation as an Allied Health offering assure its future.

WILLIAM T. RAMSAY, CHAIRMAN
Humanities/Social Sciences
June 16, 1977

MONTGOMERY COLLEGE
Office of the Campus Dean
Takoma Park Campus

May 26, 1977

MEMORANDUM

To: Mrs. Christine M. Licata, Coordinator
Medical Assistant Program

From: Robert W. Wiley
Campus Dean

Subject: Medical Assistant Curricula

The Medical Assistant Program first enrolled students beginning with the fall semester 1973. During the four-year period since, the program more than fulfilled expectations and has provided an excellent opportunity for students interested in an allied health profession.

Enrollment projections have been met satisfactorily. Physicians involved with the practicum have been most responsive and enthusiastic. Instruction has been sound, the program coordinator has done outstanding work and students have been served well.

During Spring Semester 1977 the curriculum was reviewed by an accreditation team from the American Medical Association in collaboration with the American Association of Medical Assistants. The report back was as glowing a report as I have seen from an accreditation survey and certainly gave the highest endorsement to the quality and scope of the program. The Medical Assistant Curriculum should continue to be a particularly useful curriculum for many students in the coming years.

RWW:bw

MONTGOMERY COLLEGE
Office of the Dean of Education

June 16, 1977

MEMORANDUM

To: Professor Christine M. Licata
Coordinator
Medical Assistant Program
Takoma Park Campus

From: Rufus C. Browning
Dean of Education RC Browning

Subject: Medical Assistant Program Annual Report

I have followed with pleasure the progress which has been made by our students and staff in the Medical Assistant Program during academic year 1976-77. Your enrollment of 64 matriculated students, and the graduation of 16 degree and 13 certificate students attests to the vigor, quality, and academic attractiveness of the program.

In my opinion, the Medical Assistant Program continues to be solidly based, professionally conducted, and educationally sound. I have been pleased to receive the reports of those individuals who have been exposed to the program and who have taken jobs in the community.

I believe the Medical Assistant Program has lived up to its promise and should be continued during the forthcoming years.

Thank you for the excellence of the work you and your colleagues are performing.

RCB:gk

cc - Dr. Robert Wiley, Campus Dean
Dr. Robert Appel, Academic Vice President

MONTGOMERY COLLEGE
OFFICE OF INSTITUTIONAL RESEARCH AND ANALYSIS

1976 GRADUATE FOLLOW-UP QUESTIONNAIRE

Dear Graduate:

As a graduate of Montgomery College you are in a unique position to provide valuable information to the College. The information being requested in this survey will be used to advise future students and to evaluate programs. Please return the completed questionnaire as soon as possible. Your assistance is greatly appreciated.

Robert L. Gell
Dean of Institutional Research and Analysis

(Please make corrections if necessary)

2-10 _____ (Name)

11-31 _____ (Address)

_____

32-33 ☐☐☐ ☐☐ ☐☐☐☐ M.C. Student Identification Number

PLEASE CHECK THE APPROPRIATE BOX OR BOXES AND COMPLETE THE APPROPRIATE PART OF THE QUESTIONNAIRE

Are you now...? (Check as many as apply to you)

39 In school ☐ 1 Full-time ☐ 2 Part-time
Please complete Parts A and D

40 In military service ☐ 1 Active ☐ 2 Reserve
Please complete Part D

41 Employed ☐ 1 Full-time ☐ 2 Part-time
If employed full-time complete Part B - everyone complete Part

42 Unemployed ☐ 1 and looking for a job ☐ 2 and not looking for a job
Please complete Parts C and D

43 Housewife ☐ 1
Please complete Part D

44 Other ☐ 1
Please complete Part D

IF YOU ARE IN SCHOOL, PLEASE COMPLETE PART A

PART A

45 ARE YOU CURRENTLY ENROLLED FULL-TIME ☐ 1 OR PART-TIME ☐ 2 AT...

46

☐ 1 The University of Maryland	☐ 2 A Maryland Public College	☐ 3 A Maryland Private College or University	☐ 4 A University or College in Washington, D.C.	☐ 5 A University or College not in Maryland or D.C.	☐ 6 A Trade or Technical School	☐ 7 Attending Montgomery

47 DID YOU CHANGE MAJORS WHEN YOU TRANSFERRED? ☐ 1 Yes ☐ 2 No

48 DID YOU LOSE ANY CREDITS IN TRANSFERRING FROM M.C. TO YOUR PRESENT SCHOOL? 1____Yes 2____No 3____Don't know

49-50 If yes, how many hours did you lose? _____ which courses? _____

_____

51-52 WHAT IS YOUR CURRENT MAJOR? _____

53-54 NAME OF TRANSFER COLLEGE OR UNIVERSITY _____

IF YOU ARE EMPLOYED FULL-TIME, PLEASE COMPLETE PART B

PART B

WHAT IS THE TITLE OF YOUR CURRENT POSITION? _____

Employer: _____

Address: _____ Zip Code _____

PLEASE GIVE THE NAME OF YOUR SUPERVISOR SO THAT WE MAY SEND HIM/HER A QUESTIONNAIRE REGARDING MONTGOMERY PROGRAMS.

SUPERVISOR'S NAME: _____ TITLE _____

USING THE CODE BELOW WHAT IS YOUR CURRENT WEEKLY SALARY WITHOUT OVERTIME AND BEFORE DEDUCTIONS?

55

$0-130	$131-145	$146-160	$161-175	$176-190	$191-205	$206-220	$221 & over
1	2	3	4	5	6	7	8
☐	☐	☐	☐	☐	☐	☐	☐

HOW LONG HAVE YOU BEEN EMPLOYED IN YOUR PRESENT POSITION?

56

Less than 1 yr.	1-2 yrs.	3-5 yrs.	6-10 yrs.	11 yrs. or more
☐ 1	☐ 2	☐ 3	☐ 4	☐ 5

ARE YOU PRESENTLY EMPLOYED IN:

57

Montgomery County	Other County in Md.	Baltimore City	Washington, D.C.
☐ 1	☐ 2	☐ 3	☐ 4

Delaware, Pa., Virginia or West Virginia	Other Out-of-State Location
☐ 5	☐ 6

WHO HELPED YOU TO LOCATE YOUR FIRST JOB AFTER GRADUATING FROM MONTGOMERY COLLEGE? (Check as many as appropriate)

Faculty Member	M.C. Placement Office	Employment Agency	
☐ 58	☐ 59	☐ 60	
Family or Friend	**M.C. Job Board**	**Held same job while attending Montgomery**	**Other**
☐ 61	☐ 62	☐ 63	☐ 64

WHAT IS THE RELATIONSHIP BETWEEN YOUR PROGRAM OF STUDIES AT MONTGOMERY AND YOUR JOB?

65

Directly related	Somewhat related	Vaguely related	Not at all related
☐ 1	☐ 2	☐ 3	☐ 4

IF YOUR RESPONSE IS "NOT AT ALL RELATED" THEN CHECK THE APPROPRIATE REASON BELOW:

66

Could not find job in field ☐ 1	Better pay than in field of study ☐ 2
Better opportunity for advancement than in field of study ☐ 3	Wanted to explore other work possibilities ☐ 4
Did not want to work in field once I graduated ☐ 5	My curriculum at MC was not career-oriented ☐ 6
Other: _____ _____ ☐ 7	

PLEASE RATE YOUR OVERALL SATISFACTION WITH YOUR CURRENT JOB.

	Highly dissatisfied	Dissatisfied	Satisfied	Highly satisfied
67	☐ 1	☐ 2	☐ 3	☐ 4

PLEASE RATE YOUR SATISFACTION WITH PREPARATION MONTGOMERY PROVIDED YOU FOR YOUR JOB.

	Highly dissatisfied	Dissatisfied	Satisfied	Highly satisfied
68	☐ 1	☐ 2	☐ 3	☐ 4

Please list any skill or area of knowledge which is not now included but which you feel should be included in the curriculum in which you studied and which would be beneficial for graduates entering your work area. Please include any new technologies that have arisen in your field.

_____

_____

Please go to Part D.

IF YOU ARE UNEMPLOYED AND LOOKING FOR A JOB, PLEASE COMPLETE PART C

PART C

If you are unemployed and seeking a job what is the major reason you feel you have been unable to locate employment?

69

- ☐ 1 Salary too low in the field for which I was trained at Montgomery
- ☐ 2 There are very few openings in the field for which I was trained at Montgomery
- ☐ 3 I need more education to qualify for the job I want
- ☐ 4 I have changed my career objective since graduation from Montgomery
- ☐ 5 I really am not looking for a job right now
- ☐ 6 Other:

ALL RESPONDENTS SHOULD COMPLETE PART D

PART D

While at Montgomery College did you benefit from contact with instructors outside the classroom?

	☐ 1	☐ 2	☐ 3	☐ 4
70	No	Very little	Somewhat	Very much

Did you benefit from the classroom instruction?

	☐ 1	☐ 2	☐ 3	☐ 4
71	No	Very little	Somewhat	Very much

How would you rate the difficulty of courses of MC?

	☐ 1	☐ 2	☐ 3	☐ 4
72	Not difficult	A little difficult	Somewhat difficult	Very difficult

Did you seek counseling from the counseling staff in Student Services?

	☐ 1	☐ 2	☐ 3
73	Frequently	Infrequently	Not at all

Did you benefit from the counseling you received from Counselors in Student Services?

	☐ 1	☐ 2	☐ 3	☐ 4
74	No	Very little	Somewhat	Very much

PART D (continued)

WHAT WAS THE MOST IMPORTANT REASON YOU CHOSE TO ATTEND MONTGOMERY COLLEGE? (Check only one)

75

- ☐ 1 Low cost
- ☐ 2 College conveniently located
- ☐ 3 Program I wanted was offered
- ☐ 4 Denied admission to another school of my choice
- ☐ 5 Had academic problems at another school
- ☐ 6 Montgomery's good academic reputation
- ☐ 7 Advice of friends
- ☐ 8 Advice of high school counselors
- ☐ 9 Wanted to live at home while attending college

76 WOULD YOU ADVISE A CLOSE FRIEND OR RELATIVE TO ATTEND MONTGOMERY COLLEGE?
☐ 1 Yes ☐ 2 No

77 WOULD YOU RECOMMEND YOUR PROGRAM AT MONTGOMERY COLLEGE TO A CLOSE FRIEND OR RELATIVE? ☐ 1 Yes ☐ 2 No

78 WHAT WAS YOUR PRIMARY EDUCATIONAL GOAL WHEN YOU FIRST ENTERED MONTGOMERY COLLEGE? (check only one)

- ☐ 1 To obtain an AA degree with plans to transfer
- ☐ 2 To obtain an AA degree with plans for immediate employment
- ☐ 3 To obtain a certificate to upgrade or improve skills
- ☐ 4 To obtain training in a special program
- ☐ 5 To take some college level courses before transferring
- ☐ 6 To take one or several courses of special interest

79 DO YOU FEEL THAT YOU HAVE ACHIEVED THIS GOAL? ☐ 1 Yes ☐ 2 No

COMMENTS

_____

_____

_____

_____

PLEASE RETURN COMPLETED QUESTIONNAIRE IN ENCLOSED, STAMPED, SELF-ADDRESSED ENVELOPE TO:

OFFICE OF INSTITUTIONAL RESEARCH AND ANALYSIS
MONTGOMERY COMMUNITY COLLEGE
51 MANNAKEE STREET
ROCKVILLE, MARYLAND 20850

MONTGOMERY COLLEGE

A two year public community college

TAKOMA PARK, MARYLAND 20012 (301) 587-0415

We need your help! As you know, we constantly attempt to evaluate our Medical Assistant Program. This year we have combined forces with the College's Office of Institutional Research and enclose a general and supplemental questionnaire in this mailing.

Your answers to these questions are very important. Not only will they be included in a report which goes to the State, but they also serve as a basis for making needed changes in the curriculum.

Thank you for your cooperation and assistance in gaining this valuable input. We look forward to receiving your questionnaire.

I hope you are finding your career challenging and rewarding. If ever the College can assist you in any way, please let me know. Best wishes for a happy 1977.

Warm personal regards,

Christine M. Licata

Christine M. Licata, Coordinator
Medical Assistant Program

CML:gk

Enclosure

Appendix B

MEDICAL ASSISTANT PROGRAM

SUPPLEMENTAL FOLLOW-UP QUESTIONNAIRE

1. Name _____ Date _____
   Last (Maiden) First Initial

2. Date you received M.A. Certificate _____

   or A.A. Degree _____

3. If you are employed in a medical office, clinic, etc., please answer the following:

   a. Type of practice _____

   b. Number and type of employees in your office:

   ___Medical Assistant ___Registered Nurse ___Med. Lab. Technician

   ___Medical Secretary ___Licensed Practical Nurse ___Other _____

   ___Physician's Assistant ___X-ray Technician _____

4. What fringe benefits do you have?

   ___Health Insurance ___Free Parking

   ___Retirement (Pension) Plan ___Uniform Allowance

   ___Vacation ___Profit Sharing

   ___Sick Leave ___Other (explain) _____

5. Have your responsibilities changed? ___Yes ___No

   If yes, describe briefly the change _____

   _____

   _____

6. Have you had a salary increase? ___Yes ___No

   If yes, how much? _____

7. Is this your initial job after graduation from Montgomery College? ___Yes ___No

   If No, why did you change jobs? _____

   _____

8. Have the skills you acquired at Montgomery College equipped you for job advancement?

   ___Yes ___No

   If No, what skills are you lacking? _____

   _____

9. Are you interested in continuing education classes in the Medical Assistant Curriculum? _____ Yes _____ No

If yes, what would you suggest? _____

_____

_____

10. Do you have any other suggestions for improving the Medical Assisting Program?

____ Yes ____ No

If yes, describe: _____

_____

_____

11. With your permission may we send a follow-up questionnaire to your employer?

____ Yes ____ No

Please return completed questionnaire in enclosed, stamped, self-addressed envelope to:

OFFICE OF INSTITUTIONAL RESEARCH AND ANALYSIS
MONTGOMERY COMMUNITY COLLEGE
51 MANNAKEE STREET
ROCKVILLE, MARYLAND 20850

Clerical Procedures:	Well Qualified	Adequately Qualified	Poorly Qualified	Not Applicable
1. Handle the telephone	6	13	-	1
2. Screen telephone calls	4	13	-	3
3. Perform reception duties	7	12	-	1
4. Type a medical history	4	5	-	11
5. Take a medical history	2	4	-	13
6. Type medical reports and consent forms	4	5	-	12
7. Make hospital reservations for patients	1	5	-	14
8. Take care of incoming and outgoing mail	6	11	-	4
9. Maintain medical records for submission to official agencies	4	4	-	14
10. Use a transcription machine	4	7	-	11
11. Use a duplicating machine	7	10	-	4
12. Use business machines; calculator, etc.	4	5	-	9
13. Compose short, routine letters	6	6	-	5
14. Take care of filing	8	11	-	-
15. Record fees, charges and payments	8	6	-	2

Clerical Procedures: continued	Well Qualified	Adequately Qualified	Poorly Qualified	Not Applicable
16. Send out bills	2	11	-	8
17. Keep a set of account books		-	-	18
18. Prepare income statements and balance sheets	-	-	-	18
19. Take care of banking	2	6	-	12
20. Reconcile bank statements	-	1	-	18
21. Handle petty cash	2	5	-	13
22. Take care of payroll	-	1	-	18
23. Complete insurance forms	4	11	1	4
24. Plan and prepare itineraries for the doctor	1	2	-	15
25. Take care of housekeeping duties	6	9	-	6
26. Purchase, handle, and store office supplies	3	4	-	14
27. Purchase, handle, and store medical supplies	3	6	-	12
28. Maintain doctor's medical library	-	2	-	17
29. Type manuscripts	1	3	-	16
30. Other (please specify) _____	-	-	-	-
_____	-	-	-	-

Clinical Procedures:	Well Qualified	Adequately Qualified	Poorly Qualified	Not Applicable
1. Prepare patient for physical examination	11	9	1	-
2. Drape patient	11	9	-	-
3. Take vital signs (TPR and blood pressure)	10	12	-	-
4. Use steril techniques	6	8	-	6
5. Perform first-aid techniques	7	4	-	10
6. Sterilize and maintain equipment and supplies	9	6	-	5
7. Prepare and administer oral medications	6	2	-	12
8. Prepare and administer parenteral medications	6	5	-	9
9. Assemble equipment for examinations and diagnostic procedures	8	12	-	1
10. Assemble equipment and assist with minor surgical procedures	5	6	1	8
11. Assist with and/or apply dressings and bandages	4	6	-	10
12. Change surgical dressings	3	2	-	16
13. Perform irrigations	1	2	-	16
14. Use a microscope to identify microscopic preparations of urine sediment	5	9	-	7
15. Use a microscope to identify microscopic preparations of blood cells	5	5	-	10
16. Use a microscope to identify microscopic preparations of bacterial specimens	1	1	1	16

Clinical Procedures: continued	Well Qualified	Adequately Qualified	Poorly Qualified	Not Applicable
17. Use a colorimeter to read results of colorimetric procedures:	2	4	-	9
a. glucose by kit method	4	9	-	8
b. blood urea nitrogen by kit method	2	6	-	11
c. (other) bilirubin	2	2	-	3
d. (other) Hbg	1	1	-	1
18. Prepare and administer intravenous puncture for blood specimen	7	7	1	5
19. Perform capillary puncture for microblood techniques	7	6	-	6
20. Collect urine specimens	7	7	-	1
21. Perform routine urinalysis procedure	8	11	-	2
22. Perform a simple pregnancy test on urine	3	7	-	10
23. Perform a simple kidney function test	1	2	-	15
24. Prepare specimens for mailing	8	4	-	7
25. Perform the following determinations:				
a. Erythrocyte count	1	6	-	13
b. Leukocyte count	3	6	-	11
c. Hematocrit	5	9	-	6
d. Hemoglobin	5	7	-	7
17. continued				
e. cholesterol	-	2	-	-
f. hemoglobin	1	-	-	-
g. uric acid	-	1	-	-
h. SGPT	-	1	-	-
i. T3 Triglycerides	-	1	-	-

Clinical Procedures: continued	Well Qualified	Adequately Qualified	Poorly Qualified	Not Applicable
e. Differential count including morphological description of erythrocytes and leukocytes	2	6	-	11
26. Perform staining techniques				
a. Wright's stain for blood smears	4	4	-	11
b. Gram stain for bacteria	1	5	-	8
27. (Other) Retic Count	-	1	-	-
28. (Other) Platelet Count	-	1	-	-
29. (Other) Throat Culture (C&S)	-	2	1	-
30. (Other) Urine (C&S)	-	2	-	-

3. What recommendations would you make for the improvement of the Medical Assistant Practicum?
(see attached)

4. What recommendations would you make for the improvement of the Medical Assistant Program?

(see attached)

At the final level of evaluation, graduates of the Medical Assistant Program will be asked one year following their graduation to respond to the following questionnaire.

Physicians' Comments

3. What recommendations would you make for the improvement of the Medical Assistant Practicum?

   A. Extend practicum to 8 weeks.

   B. Need to have patient exposure at school or at least practice on each other.

   C. More emphasis on lab procedures.

   D. I think the students would benefit if the summer practicum lasted 6 weeks. We have a large office and offer a great deal of experience in many areas. It is hard to get everything into 4 weeks and do it adequately.

   E. Get her exposed to the areas that were not possible to train her, like the rest of the laboratory.

   F. None, except perhaps a short 1-2 days in 1 or 2 other offices to see difference.

   G. Perhaps it would be feasible for a longer practicum - part time for one month and full time for one month.

   H. Four weeks is entirely too short a time for exposure to all aspects of an internal medicine practice.

4. What recommendations would you make for the improvement of the Medical Assistant Program?

   A. Include basic tray techniques.

   B. More emphasis on lab procedures.

   C. More emphasis needed or clarification on clinical aspect.

   D. The month these girls are here in my office they learn more than the 11 months there. I marked all their things well because I am referring to the youngster's ability after her time here in my office, NOT BEFORE.

   E. More time is needed for practical experience in the offices by the girls.

   F. To make sure that who ever was sent really wanted to work in a doctor's office before she started her practicum.

   G. More emphasis on actual clinical experience or simulation rather than theory of medical practice.

PRACTICUM - SUMMER 1976

STUDENTS' EVALUATIONS

Appendix D

Clerical Procedures:	Well Qualified	Adequately Qualified	Poorly Qualified	Number of Times Performed
1. Handle the telephone	9	8	3	390 (8)*
2. Screen telephone calls	8	11	2	301 (6)*
3. Perform reception duties	7	12	2	182 (6)*
4. Type a medical history	9	7	3	12
5. Take a medical history	5	7	5	106 (1)*
6. Type medical reports and consent forms	9	9	1	12 (2)*
7. Make hospital reservations for patients	4	7	1	14 (1)*
8. Take care of incoming and outgoing mail	11	9	-	53 (2)*
9. Maintain medical records for submission to official agencies	5	7	2	90 (2)*
10. Use a transcription machine	10	7	2	12
11. Use a duplicating machine	16	5	-	102 (5)*
12. Use business machines; calculator, etc.	12	8	-	104 (3)*
13. Compose short, routine letters	6	13	1	(1)*
14. Take care of filing	21	1	-	280 (9)*
15. Record fees, charges and payments	10		1	295 (3)*

*Numbers in parentheses indicate the students who answered in the following manner: daily, many, constantly, numerous, and countless.

Clerical Procedures: continued	Well Qualified	Adequately Qualified	Poorly Qualified	Number of Times Performed
16. Send out bills	10	5	2	55
17. Keep a set of account books	4	14	2	-
18. Prepare income statements and balance sheets	8	12	1	7
19. Take care of banking	7	12	1	10
20. Reconcile bank statements	6	13	3	3
21. Handle petty cash	6	12	1	11
22. Take care of payroll	4	12	3	1
23. Complete insurance forms	9	10	2	212 (1)*
24. Plan and prepare itineraries for the doctor	7	11	3	5
25. Take care of housekeeping duties	15	5	-	80 (2)*
26. Purchase, handle, and store office supplies	5	12	2	12
27. Purchase, handle, and store medical supplies	5	12	3	17
28. Maintain doctor's medical library		12	2	
29. Type manuscripts	7	9	1	
30. Other (please specify)				
Appointments				25
Computer entries				65

*Numbers in parentheses indicate the students who answered in the following manner: daily, many, constantly, numerous, and countless.

Clinical Procedures:	Well Qualified	Adequately Qualified	Poorly Qualified	Number of Times Performed
1. Prepare patient for physical examination	16	5	-	426 (4)*
2. Drape patient	13	8	-	466 (1)*
3. Take vital signs (TPR and blood pressure)	13	8		407 (3)*
4. Use steril techniques	15	6	-	120 (2)*
5. Perform first-aid techniques	8	10	1	33 (1)*
6. Sterilize and maintain equipment and supplies	12	8	-	86 (5)*
7. Prepare and administer oral medications	9	9	3	8 (2)*
8. Prepare and administer parenteral medications	11	7	2	131 (2)*
9. Assemble equipment for examinations and diagnostic procedures	11	7	2	366 (3)*
10. Assemble equipment and assist with minor surgical procedures	5	12	3	47 (2)*
11. Assist with and/or apply dressings and bandages	6	14	2	26 (2)*
12. Change surgical dressings	2	14	3	(1)*
13. Perform irrigations	2	9	6	13
14. Use a microscope to identify microscopic preparations of urine sediment	6	10	3	87 (2)*
15. Use a microscope to identify microscopic preparations of blood cells	6	8	3	74 (2)*
16. Use a microscope to identify microscopic preparations of bacterial specimens	2	8	5	22

*Numbers in parentheses indicate the students who answered in the following manner: daily, many, constantly, numerous, and countless.

Clinical Procedures: continued	Well Qualified	Adequately Qualified	Poorly Qualified	Number of Times Performed
17. Use a colorimeter to read results of colorimetric procedures:				
a. glucose by kit method	7	6	1	86
b. blood urea nitrogen by kit method	4	7	1	12
c. (other) bilirubin	2			2
d. (other) cholesteol	1			
18. Prepare and administer intravenous puncture for blood specimen	12	5	3	185 (1)*
19. Perform capillary puncture for microblood techniques	14	5	2	72 (2)*
20. Collect urine speciment	16	1		276 (2)*
21. Perform routine urinalysis procedure	16	1		322 (3)*
22. Perform a simple pregnancy test on urine	8	7	1	50
23. Perform a simple kidney function test	1	6	6	26
24. Prepare specimens for mailing	13	6		222 (1)*
25. Perform the following determinations:				
a. Erythrocyte count	9	5	4	86
b. Leukocyte count	10	4	4	165
c. Hematocrit	12	3	3	240 (2)*
d. Hemoglobin	13	2	4	162 (2)*
e. Differential count including morphological description of erythrocytes and leukocytes	5	8	5	43 (2)*
17. continued				
e. Rheumetoid arthritis	1	-	-	3
f. Sedimentation rates	-	-	-	8
g. Specific gravity	1	-	-	-

Clinical Procedures: continued	Well Qualified	Adequately Qualified	Poorly Qualified	Number of Times Performed
26. Perform staining techniques				
a. Wright's stain for blood smears	7	5	2	35 (1)*
b. Gram stain for bacteria	7	5	1	7 (1)*
27. Other Throat Culture	2	1	-	21 (1)*
28. Other EKG	4	-	-	63 (3)*
29. Other Weight/Height	1	-	-	21 (1)*
30. Other Eye Chart	1	1	-	11
31. Other Serology	1	-	-	7
32. Other Streaking Cultures	2	-	-	10
33. Other Urine Cultures	2	-	-	10
34. Other X-Rays	3	-	-	27 (1)*
35. Other Platelet Count	-	1	-	1
36. Other Spraying for PAPS	1	-	-	3
37. Other Tonometry	-	2	-	-
38. Other PPD	1	-	-	15
39. Other Vaginal Culture	1	-	-	10
40. Other Monospot Test	1	-	-	2
41. Other R.A. Test	1	-	-	1
42. Other Stool/blood	2	-	-	30
43. Other Model 2F Coulter	1	-	-	6
44. Other Gen. Lab Tests (blood sugar, SGPT, thyroid, mono, & uric acid)	-	-	-	143

*Numbers in parentheses indicate the students who answered in the following manner: daily, many, constantly, numerous, and countless.

Student Evaluation, continued

3. What recommendations would you make for the improvement of the Medical Assistant program?

A. More clinical experience in lab work, assisting with patient exams and less typing.

It would be good to work for credit one day a week the entire last semester in all areas of the office.

B. Take lab the second semester.

C. Place more emphasis on different types of lab procedures.

D. More on X-ray techniques.

E. More lab. techniques.

F. More time in NU 104.

G. More experience in lab doing microscopic. There is too much to learn in such a short time.

MONTGOMERY COLLEGE

A two year public community college
ROCKVILLE, MARYLAND 20850 ■ (301) 762-7400

Dear Supervisor:

Montgomery Community College is conducting an evaluation of its educational programs and would appreciate your assistance. As the supervisor of an M.C. graduate, you are in a unique position to provide valuable input into our study.

Please share your knowledge with us by completing the enclosed questionnaire and returning it in the stamped, self-addressed envelope.

Sincerely,

Robert L. Gell
Dean of Institutional Research and Analysis

RLG:aml

Enclosures

CAMPUSES AT ROCKVILLE AND TAKOMA PARK, MARYLAND
Formerly Montgomery Junior College

MONTGOMERY COMMUNITY COLLEGE GRADUATE

EMPLOYER QUESTIONNAIRE

(2-4) _____
Name of Montgomery College Graduate

(5-6) _____
AA Degree or Certificate

Supervisor _____ Title _____

(7) Firm _____

(8) Address _____

_____

(9) 1. Does the position held by this MC graduate require an Associate degree?

(1) _____ Yes

(2) _____ Not required but preferred

(3) _____ No

(10) 2. Do you employ other two-year college graduates?

(11-12) (1) _____ Yes How many? _____

(2) _____ No

3. Do you give preference to a prospective employee with an Associate degree over a person with two years of college and no degree?

(13) (1) _____ Yes

(2) _____ No

4. If an employee in your organization earned an Associate degree would he/she: *(Check appropriate response)*

(14) A. Have increased chances of being promoted — 1 ☐ Never 2 ☐ Unlikely 3 ☐ Sometimes 4 ☐ Usually 5 ☐ Always

(15) B. Be expected to assume greater responsibilities — 1 ☐ Never 2 ☐ Unlikely 3 ☐ Sometimes 4 ☐ Usually 5 ☐ Always

(16) C. Be expected to perform job tasks requiring a high level of skills — 1 ☐ Never 2 ☐ Unlikely 3 ☐ Sometimes 4 ☐ Usually 5 ☐ Always

5. Based on your own experience of supervising a Montgomery College graduate please indicate how adequate you feel the College prepared her/him in each of the areas listed below. *(Check appropriate response)*

		Inadequate 1	Adequate 2	More than Adequate 3	Not Observed 0
(17)	A. Depth in the various areas of knowledge required by the job is	☐	☐	☐	☐
(18)	B. Scope of the various areas of knowledge required by the job is	☐	☐	☐	☐
(19)	C. Understanding of the theory behind the tasks performed is	☐	☐	☐	☐
(20)	D. Performance of job skills from the beginning of employment was.	☐	☐	☐	☐
(21)	E. Familiarity with equipment and machines used in your operation in the beginning was	☐	☐	☐	☐
(22)	F. Ability to communicate with superior is	☐	☐	☐	☐
(23)	G. Ability to get along with fellow workers is.	☐	☐	☐	☐
(24)	H. Overall work attitude is.	☐	☐	☐	☐

6. Would you employ another Montgomery graduate who has a degree in the same area as your current employee?

(25) (1) _____ Yes - without reservation

(2) _____ Yes - with careful screening

(3) _____ No - Why? _____

7. Please specify any additional skills that you feel an AA graduate you employ should have:

26-27) _____ _____

_____

_____

Is there any weak skill or technical area that should be strengthened by the College?

(28-29) _____

_____

_____

8. Please specify any additional areas of knowledge that you feel an AA graduate you employ should have?

(30-31) _____

_____

_____

Is there any weak area of knowledge that should be strengthened by the College?

(32-33) _____

_____

_____

9. Please feel free to add any additional comments:

(34-35) _____

_____

_____

_____

_____

10. If further evaluation of college programs is needed, would you be willing to share your expertise and be contacted by our faculty?

(36) (1) ☐ Yes (2) ☐ No

Supervisor Completing This Questionnaire:

Name _____

Title _____

Company/Organization _____

Street _____

City/State/Zip Code _____

UNIVERSITY OF CALIF.
LOS ANGELES

OCT 7 1977

CLEARINGHOUSE FOR
JUNIOR COLLEGES

Please return to: *Dr. Robert L. Gell*
Dean of Institutional Research and Analysis
Montgomery Community College
51 Mannakee Street
Rockville, Maryland 20850